

**From:** Rod Miles, Major (nobleshadow@yahoo.com)  
**To:** Group 3 Yahoo mailgroup  
**Date:** Tue, November 24, 2009 5:00:56 PM  
**Subject:** SUBJECT: National Policy on Medications at CAP Activities

ALCON:

The September 2009 National Board Minutes approved the policy below effective 1 January 2010.

September 2009 National Board Minutes (DRAFT)  
AGENDA ITEM 6 ED Action  
SUBJECT: National Policy on Medications at CAP Activities

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board approve the implementation of the proposed policy below and that the National Board direct the National Headquarters to publish a new directive mandating this policy or include this policy as a part of an existing directive. Policy effective date as of \_\_\_\_/\_\_\_\_/\_\_\_\_:

1. The possession, distribution and/or administration of illegal medications, or of legal medications obtained illegally, are prohibited at any CAP activity.
2. The administration of both legal prescription and legal non-prescription medication(s) is the responsibility of the CAP member and not the CAP Corporation.
3. The authority for members who have reached the age of majority to bring legal medications to CAP activities is vested with that member.
4. The authority for members who have not reached the age of majority to bring legal medications to CAP activities is vested with that member's parent or legal guardian.
  - a. Parents/legal guardians must inform CAP activity leaders, in writing, of the need for their minor members to take medication(s) during the application process for the activity.
  - b. CAP activity directors/managers must receive, in writing, a written statement from the minor CAP member's parent/guardian granting permission for the minor CAP member to take the medication(s) previously indicated as well as details of the timing and quantity of medication to be taken by the minor member. This written statement must be received no later than the arrival time of the minor CAP member at the activity.
  - c. Medication(s) brought to CAP activities by/for minor CAP members must be in the original manufacturer's container (over-the-counter products) or the original pharmacy container with the original label (prescription products).
  - d. A CAP senior member, after obtaining all the necessary information and written

permission from the minor member's parent/ guardian, may agree to accept the responsibility of making sure a minor member is reminded to take any medication at the times and in the frequencies prescribed.

However, no senior member will be required or encouraged to do so.

5. Except in extraordinary circumstances, CAP members, regardless of age, will be responsible for transporting, storing and taking their own medications. Members who require refrigeration for medications should carefully coordinate with activity officials well in advance of their attendance at the activity to ensure that refrigeration will be available.

6. If non-prescription medications are administered or furnished by an activity's staff, the senior member administering or furnishing such medications shall record the member's name and the date, time, and amount of such medications administered or furnished to the member in the activity medical log and the record shall be available to the parents/guardians of minor CAP members at the conclusion of the activity.

7. Wings may issue supplements to this policy only if state or local statutes mandate varying from this policy.